



Information Technology Services

Support Phone: (201) 360-4310

Support Email: itshelp@hccc.edu

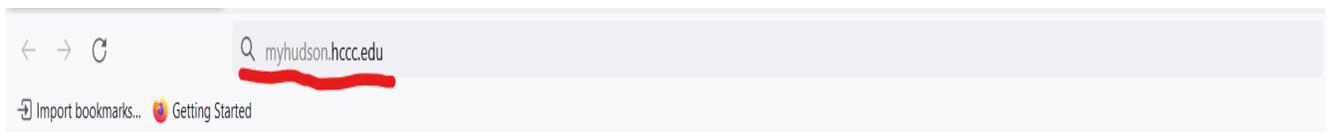
Website: <https://www.hccc.edu/administration/its/index.html>

Twitter: @HCCC_ITS

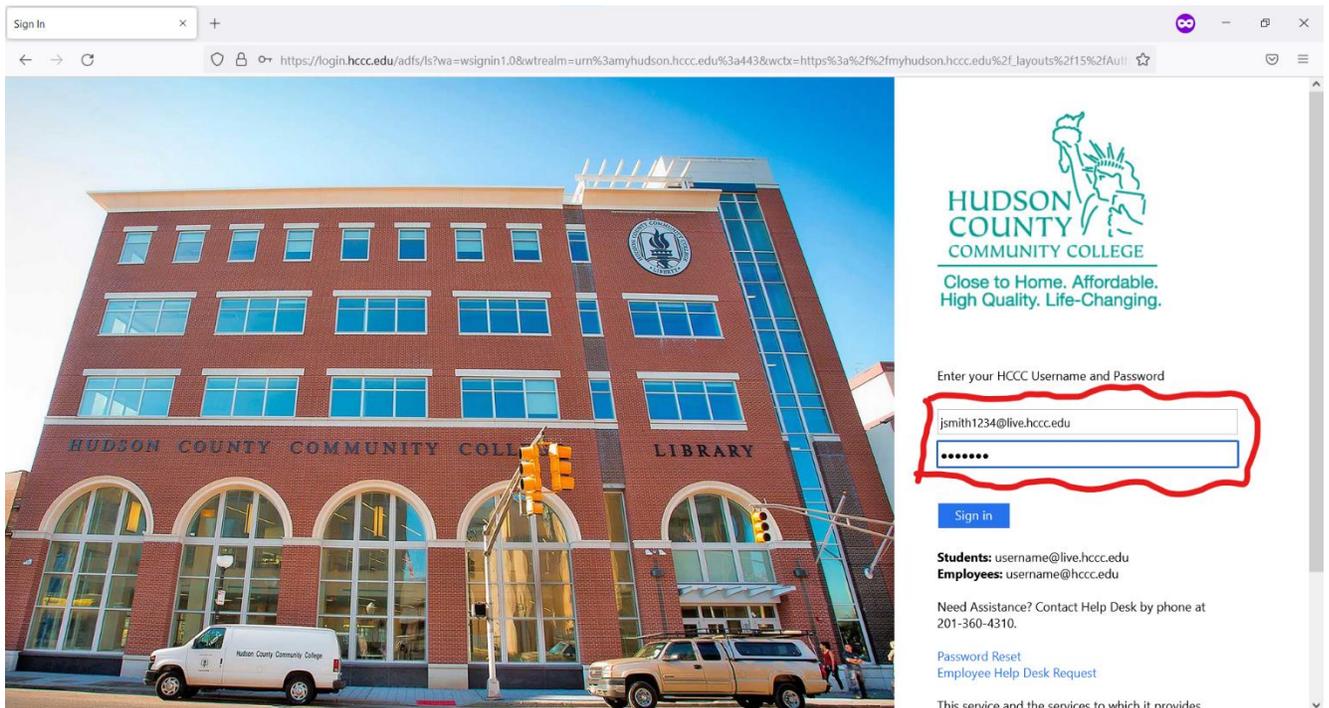
How to set your own password on the MyHudson portal

***To follow this guide, you need to have access already to your portal account. You will be able to set your own password.**

STEP 1: Open your web browser and type the following



STEP 2: Enter your HCCC credentials





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STEP 3: Drag your cursor to the "I need to" section

The screenshot shows the myHUDSON website interface. The browser address bar displays <https://myhudson.hccc.edu/facultystaff/Pages/default.aspx>. The website header includes the myHUDSON logo and navigation links for Carvas, Liberty Link, Library, and Course Search. The main navigation bar contains links for HOME, I Need To (highlighted), Academics, Campus Life, Departments and Offices, Faculty/Staff Resources, Support Services, All College Council, Canvas, SIGN OUT, and Team Sites. A dropdown menu is open under 'I Need To', listing various services such as 'Access My Email (Students)', 'Apply for Financial Aid', 'Change My Major', and 'Request a Chosen Name'. The main content area features a 'Updates' section with a link to 'return to Campus Task Force page', a 'Podcast Series' section with a photo of Dr. Chris Bobo, and a 'HCCC's Coronavirus (COVID-19) Task Force Updates and Recommends' section with a 'Click here to learn more' link. A search bar labeled 'Search Everything' is also visible.



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STEP 4: Click on the “Change my password” option

The screenshot shows the myHUDSON website interface. At the top, there is a navigation bar with the college logo and a search bar. Below the navigation bar, there is a dropdown menu with the following options: Access My Email (Students), Access My Email (Faculty/Staff), Access the Emergency Notification System, Access the Library Resources, Apply for Financial Aid, Apply for Scholarships, Apply for Graduation, Buy Books and Supplies, Change My Major, **Change My Password** (highlighted), Create a Help Desk Ticket (Faculty/Staff), Create a Help Desk Ticket (Students), Find a Computer Lab, Get an I.D. Card, Get a Student I.D. Card, Order a Transcript, Pay My Bill, Print My Class Schedule, Register for Classes, Report A Concern, and Request a Chosen Name. The main content area features a 'My Updates' section with a link to 'return to Campus Task Force page.' Below this, there are three promotional banners: 'FAC PRO DEV OFF', 'FOOD PANTRY' with a 'Click here to learn more' link, and 'Missed the November Town Hall?' with a 'Click here to listen' link.



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STEP 5: Follow the instructions to fill the form. Once complete Your new password will be ready to use!

The screenshot shows a web browser window with the URL <https://password-reset.hccc.edu/PasswordChange.php>. The page title is "Hudson County Community College HCCC Password Change". Below the title, it says "Please complete all the fields".

The form contains the following sections and fields:

- Personal Email Address (Not Your Hudson Email)**: A text input field with the placeholder "Enter email". Below it is a note: "We'll never share your email with anyone else."
- Username - Do not include '@live.hccc.edu'**: A text input field with the placeholder "Username (example - jsmith1234)".
- Existing Password**: A text input field with the placeholder "Existing / Old Password".
- New Password (Password must be at least 6 characters, include at least one number and one uppercase character)**: A text input field with the placeholder "New Password".

At the bottom of the form is a blue "Submit" button.